ADRIS

Alternative Dispute Resolution Information System

CADRES Mediator User's Guide

www.courts.maine.gov/voucher

State of Maine Judicial Branch
Administrative Office of the Courts

Revised November 4, 2011

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The purpose of ADRIS is to streamline the process of submitting mediation reports and payment vouchers, eliminate or reduce errors and improve the ability to track information about mediation.
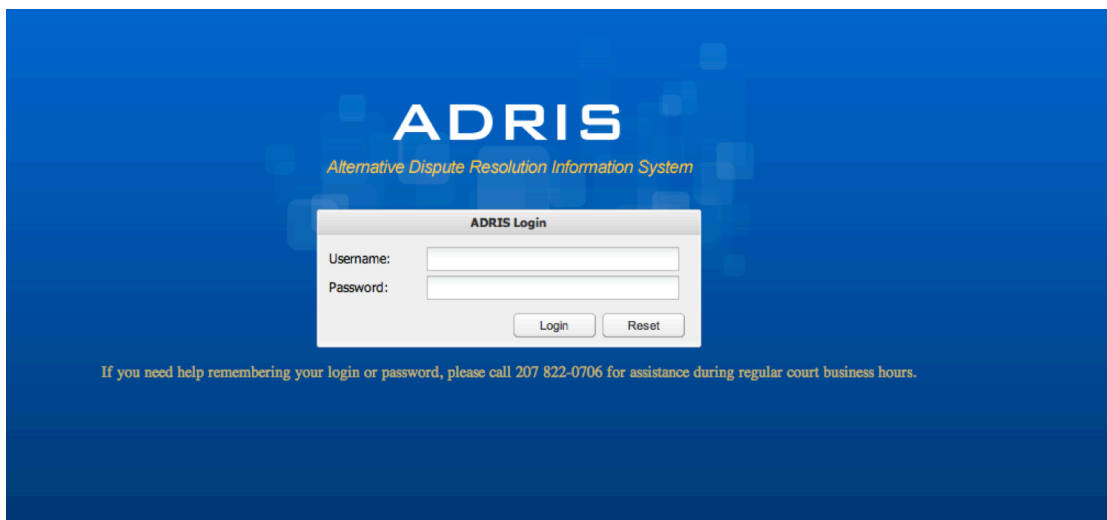
I. ACCESSING THE ADRIS WEBSITE

1) Recommended Internet Browser and Screen Size

The following browsers are known to support the ADRIS application: Safari 5.0.5; Mozilla Firefox 3 and 4; and Internet Explorer 8.

2) Website address

To access the ADRIS website go to:
www.courts.maine.gov/voucher

You should see the log in screen:

CADRES will send you your username and password. Please note that both are case sensitive. If you can't remember your username or password, call 207-822-0706 during regular court business hours.

Generally, the AOC's public business hours are weekdays, 8 am - 4 pm. The AOC is closed on state holidays and at other times.
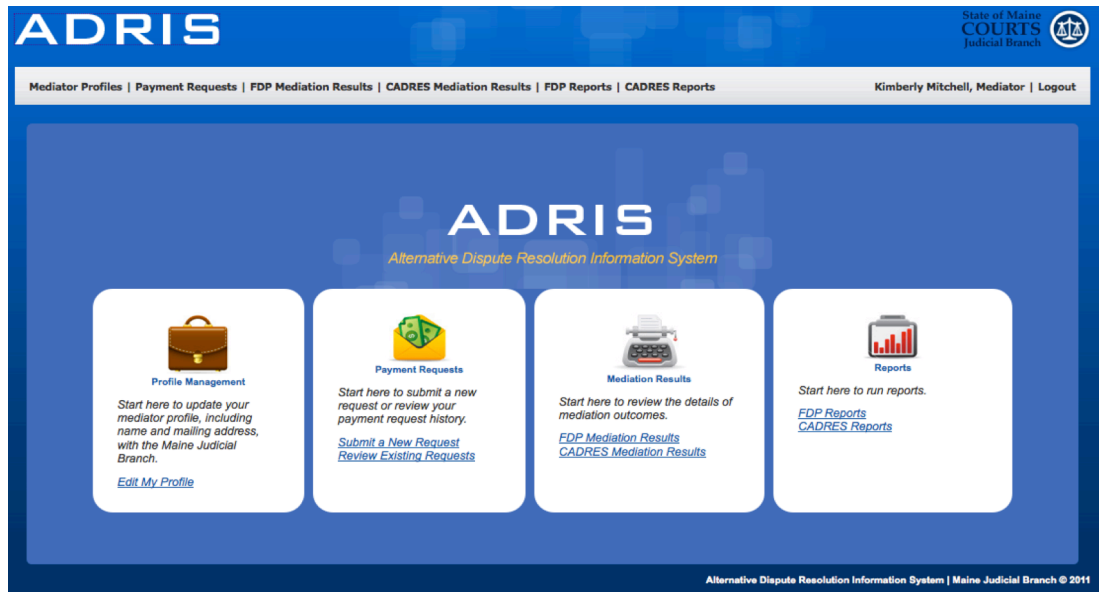
 You may want to record your information here:

Username:_____

Password:_____

Log in by entering your username & password and clicking on the "Login" button.

Once you log in you will be brought to the home screen. Your name should appear in the top right corner:

To begin, click on the link under one of the icons for the task that you would like to perform: manage your profile, request payment, or view your mediation results

II. PROFILE MANAGEMENT

Each mediator's profile will be set up by the administrator. You will be able to update your contact information under profile management.

1) **Editing Your Profile Information**

To edit your contact information, click on the link "Edit My Profile" under Profile Management.

You will be brought to this screen:

Enter the necessary updates by typing over any existing information or in a blank field, then click on the save button located in the lower right corner.

When you click on Save, the following message will appear:
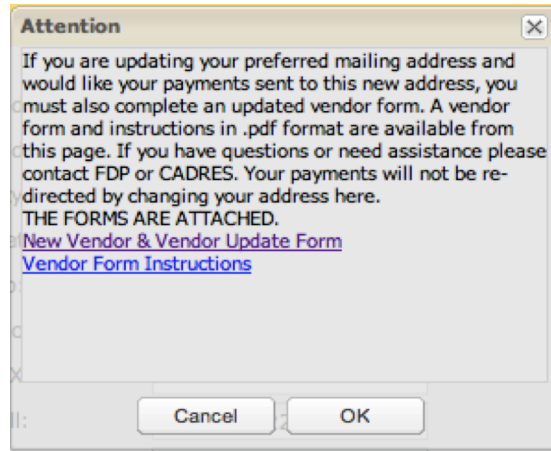
Click "cancel" to cancel the update or "OK" to continue.

NOTE: The Business address should ALWAYS have an address in it, even if it is your home address. This address should never be left blank.

Your "preferred mailing address" is where you would like all mail, including payments, sent. If you change it and want your payments sent to the new address, you must complete an updated vendor form. You can download the form by clicking on the link pictured above. Mail updated vendor form to:

Diane E. Kenty, Esq.
Administrative Office of the Courts
PO Box 4820
Portland, ME 04112

2) Electronic Deposits

Electronic deposit of your payment is available. For more information and to receive the forms necessary to set up electronic deposit, contact the Administrative Office of the Courts at 207-822-0792 during regular court business hours.

III. PAYMENT REQUESTS

1) Definition of a Payment Request

Under the Payment Requests icon you will be able to submit new payment requests and review your payment request history. Submitting a payment request is the process used by a mediator to submit data from the mediator's report *and* the associated fee and reimbursable cost information. A CADRES mediator will submit *one* payment request for each mediation each billable fee (mediation session or docket).

Examples:

- You conduct two FM mediation sessions on one day –submit **TWO** payment requests.

- You appear at one Post Judgment FM docket and mediate 3 cases – submit **ONE** payment request.

- You appear at one Post Judgment FM docket in the morning, and one "regular" FM mediation session in the afternoon –submit **TWO** payment requests.

- You appear at one Small Claims docket and mediate 2 cases - submit **ONE** payment request

- You appear at one Small Claims docket in the morning, and one Small Claims docket in the afternoon – submit **TWO** payment requests.

- You appear at one FED session and mediate 2 cases – submit **ONE** payment request.

- You appear for the SC & FED dockets in the same morning and you mediate both types of cases - submit **ONE** payment request

2) Starting a new payment request

To begin a new payment request, click on the "Submit a New Request" link under the Payment Requests icon on the home screen.

When you click on "Submit a New Request" on the home screen, you will be brought to the Submit New Payment Request screen, where you will begin entering a new payment request:

3) **Selecting the case type and associated details**

The first step to entering a payment request is entering the date of mediation and choosing the case type. Case types that CADRES Mediators will choose are:

Family Matters
FM Post-Judgment (**for FM Post-Judgment dockets only**)
FM Motions (**for Portland Motions docket only**)
Small Claims
FED
SC & FED combined (both SC & SA cases mediated during the   same morning or afternoon)

When entering a payment request, ADRIS will automatically calculate the fee based on the case type. The fee amount will be displayed on the last screen of the payment request, called the "Confirmation" tab.

It is very important that you choose the correct case type and session type before entering any docket numbers. If, after entering a docket number, you realize you have selected the incorrect case type, you will need to remove all docket numbers entered, abandon the payment request, and start over.

The steps for entering a payment request for each case type are explained below in separate sections: FM, FM Post-Judgment, FM Motions, Small Claims, FED, and SC & FED Combined (SC & SA cases). Please consult the section below for the case type you wish to enter.

A. FAMILY MATTERS CASE TYPE

1. ***Enter Date of Mediation & Select Case Type***: to begin entering a payment request for a Family Matters mediation session, enter the date of the mediation, then click on the down arrow in the case type selection box and choose case type **Family Matters**:

It is VERY important to select the correct case type. See page 6 for an explanation of the various case types.

2. ***Select Session Type***: next, click on the down arrow in the session type selection box and choose either "session", "no show" or "pro bono" session type (NOTE: "no show is the equivalent of a "not held" FM case, and "pro bono is s session for which you are not charging a fee).

3. ***Enter Docket Number***: **You must keep track of the docket numbers for all cases you mediate.** Type the docket number associated with the mediation session in the docket number box:

The docket number is a combination of 16 letters and numbers. Entering the dashes is optional.

Examples: AUGDC-FM-2005-00003
             LEWDCFM201000145
             PORSC-FM-2010-00067
             SPRDCFM201000005

Note: ***You must*** *use the correct five-letter court abbreviation for the accurate case information to upload. This information is printed on all court-generated notices and on the case file.* ***Please see Appendix 1 for a list of court abbreviations.***

If you do not enter the docket number correctly, you will see one of the following error messages:

Correct the docket number and try again.

4. *Upload Case Information*: Once you have entered the docket number, click on the magnifying glass icon to upload the case information. Note: for session type "no show", the case information will not load. The name of the court where the case was mediated will load below the docket number.

Verify the case information by looking at the party names in the "cases mediated" section of the screen. *If you have entered an incorrect docket number, click on the "remove" button next to that docket number and case information.* Then type in the correct docket number and click on the magnifying glass again.

Once you have verified that the information is correct, click on the "save and proceed to next step" button located in the lower right hand corner. The following message will appear:
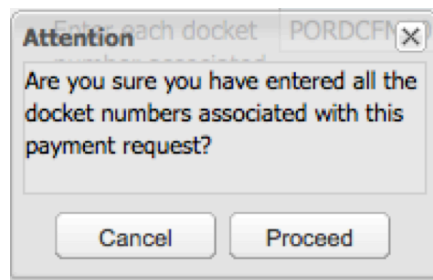
Clicking on "Cancel" will keep you on the general tab, allowing you to enter additional docket numbers. Clicking on "Proceed" will bring you to the next screen. *Note: it may take a few moments for the system to process to the next screen. You may or may not see an indicator letting you know that the system is processing. Please be patient!*

For a "session" or "pro bono" session type, you will be brought to the Mediation tab (see #5 below).

For a "no show" session, you will be brought directly to the Expenses Tab. (See #4 on page 39).
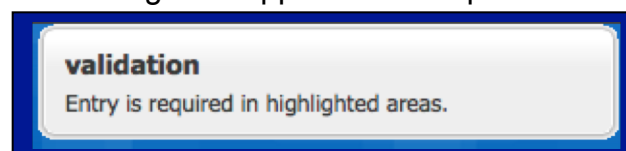
5. *Mediation Tab*:
    This is how the Mediation tab will look for "session" or "pro bono":

HINT: each payment request is assigned a payment ID number, which appears in the yellow bar as soon as you initially save your payment request. Recording this ID number is useful in tracking the progress of your payment request and for recording keeping.

Note: some mediation details must be completed before you can save the report and process the payment request. These fields are indicated below.

If you have failed to enter all of the required mediation details, this error message will appear at the top of the screen:

The area(s) missing information will also be highlighted in red. Enter the required information to proceed with the submission of the payment request.

a. **Enter Duration and Time Started - *required information***: ADRIS will auto-fill the docket number, title, party names and court for you. You should begin with entering the duration of the mediation in minutes, and time started. Type in the duration in minutes. The time started can be typed in, or click on the drop down arrow to make a selection from the list.

b. **Mediation Session Number – *required information***: Next, indicate the session number by clicking on the radio button that corresponds to the correct number:

> **Mediation Session**
>
> ○ 1st session ○ 2nd session ○ 3rd session

c. **Stage of Case – *required information***: click on the radio button that corresponds to the appropriate choice:

> **Stage of Case**
>
> ○ Interim Issues/Temporary Order
> ○ Final Stage Divorce/Family Matter
> ○ Post-Judgment Modification/Enforcement
> ○ Other [Other]

If you choose "other", please type a description in the text box available.

d. **Payment of Mediation Fee -** select all that apply.

> **Payment of Mediation Fee**
>
> ☐ Mediation fee waived for plaintiff
> ☐ Mediation fee waived for defendant
> ☐ Plaintiff's mediation fee paid
> ☐ Defendant's mediation fee paid

e. **Attorneys and GAL** - select all check boxes that apply:

> **Attorneys and GAL**
>
> ☐ Attorney for plaintiff present
> ☐ Attorney for defendant present
> ☐ GAL present

f. **Agenda – *required information***: check the boxes that correspond to the issues submitted for mediation (*Note: you may need to scroll down to see all of the available choices*):

> **Agenda**
>
> (Please check issues submitted for mediation)
>
> | | |
> |---|---|
> | ☐ Parental Rights & Responsibilities | ☐ Pensions or Benefits |
> | ☐ Primary Residence | ☐ Allocation of Debt |
> | ☐ Parent-Child Contact | ☐ Personal Property |
> | ☐ Child Support | ☐ Guardian ad Litem |
> | ☐ Actual or Imputed Income | ☐ Paternity |
> | ☐ Spousal Support | ☐ Medical Insurance |
> | ☐ Real Estate | ☐ Attorney's Fees |
> | ☐ Support Arrearage | ☐ Tax Exemption |
> | ☐ Marital/Non-marital Property | ☐ Other: [Other] |

g. **Federal Reimbursement Information** – *required information*:
check the boxes that correspond to the issues discussed, and
indicate the amount of time that was spent discussing the issues.
Select "none' if none of the issues were discussed:

Federal Reimbursement Information

At this mediation session, one or more of the following child related issues was discussed:

☐ Child Support

☐ Primary/Shared Residence

☐ Income

☐ Paternity

☐ Child's Health Insurance or Medical Bills

Total amount of time spent on these issues [   ] minutes

◯ None of these issues was discussed

---

h. **Disposition** – *required information*: click on the radio button that
best describes the disposition of the case:

Disposition

◯ Resolved: The parties have reached complete agreement on all pending issues and:

◯ Partially Resolved: The parties have reached partial agreement on pending issues, and the written Points of Agreement Form signed by the parties and included with this report sets out that partial agreement (see Further Action section)

◯ Unresolved

◯ Unfinished in Mediation: Reason [Reason   ]

If disposition "resolved" is selected, please make the appropriate
selections from the menu that appears:

Disposition

◉ Resolved: The parties have reached complete agreement on all pending issues and:

  ☐ The written Points of Agreement Form signed by the parties and included with this report sets out the agreement; and/or

  ☑ An agreement and/or proposed order shall be drafted by the attorney for the:

  ◯ Plaintiff

  ◯ Defendant

If the disposition of "partially resolved" or "unresolved" is selected, a
new section titled "Issues Not Resolved at Mediation" will appear.
Check all boxes that apply (that were not resolved):

Issues Not Resolved at Mediation

☐ Parental Rights & Responsibilities

☐ Primary Residence

☐ Parent-Child Contact

☐ Child Support

☐ Actual or Imputed Income

☐ Spousal Support

☐ Real Estate

☐ Support Arrearage

☐ Marital/Non-marital Property

☐ Pensions or Benefits

☐ Allocation of Debt

☐ Personal Property

☐ Guardian ad Litem

☐ Paternity
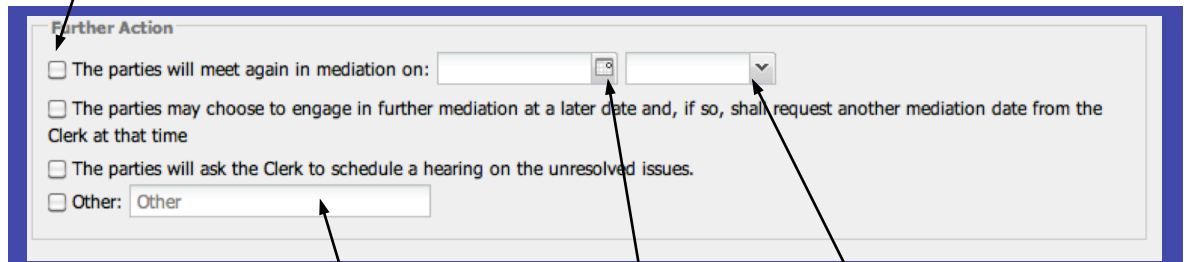
☐ Medical Insurance

☐ Attorney's Fees

☐ Tax Exemption

☐ Other: [Other   ]

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i. **Further Action**: if further action is required, check the appropriate box:

If the parties will mediate again and you have the date and time, enter the information in the space provided. You may either type in the date and time or click on the calendar icon and the drop down arrow to make your selections. If "other" is chosen, type an explanation in the text box provided.

6. **Saving the Mediation Details**: Once you have entered all of the mediation details, click on the "Save and Proceed to Next Step" button in the lower right corner:

If you have failed to enter all of the required mediation details, an error message will appear at the top of the screen:

The area(s) missing information will also be underlined in red. Enter the required information and try clicking "save" again.

If you have entered the wrong information for all fields, clicking on the "reset" button will clear *all* the mediation details, allowing you to re-enter the information:

Once you successfully proceed to the next screen - the Expenses tab - please see page 39 for information on entering any expenses associated with this payment request.

B. FM Post-Judgment Case Type

Note: This case type selection should be used only for Post-Judgment FM Dockets that are currently held in Portland, Lewiston, Springvale, Biddeford and York District Courts. For a "regular," scheduled mediation session in a post-judgment case, choose case type Family Matters.

1. ***Enter Mediation Date and Select Case Type***: to begin entering a payment request for a FM Post-Judgment mediation session, enter the mediation date, click on the down arrow in the case type selection box and choose case type "FM Post -Judgment":

2. ***Select Session Type***: next, click on the down arrow in the session type selection box and choose either "Session", "No cases" or "Pro Bono":

3. *Enter Court Location or Docket Number(s)*:

   a. **For session type "no cases***,* select the court where the session was scheduled (you will not be able to enter a docket number):

   b. **For session type "session" or "pro bono",** enter the docket number or numbers associated with the mediation session in the docket number field. **You must keep track of the docket numbers for all cases you mediate**:

   The docket number is a combination of 16 letters and numbers. Entering the dashes is optional.

   Examples: AUGDC-FM-2005-00003

   LEWDCFM201000145

   PORSC-FM-2010-00067

   SPRDCFM201000005

*Note: **You must** use the correct five-letter court abbreviation in order for the accurate case information to upload. This information is printed on all court generated notices and forms and is also on the file. **See Appendix 1 for a list of court abbreviations**.*

If you do not enter the docket number correctly, you will see one of the following error messages:
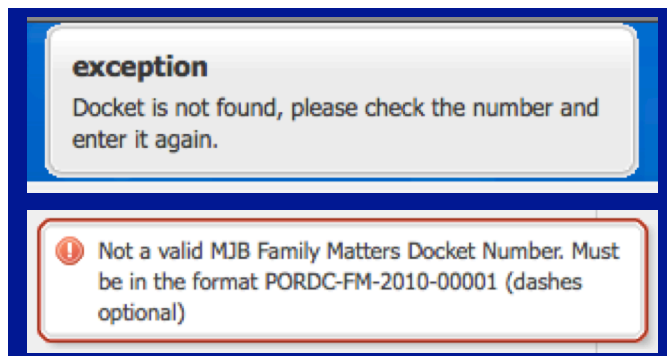
Correct the docket number and try again.

If you enter two docket numbers for cases you mediated at the docket for the session, the screen will look like this:
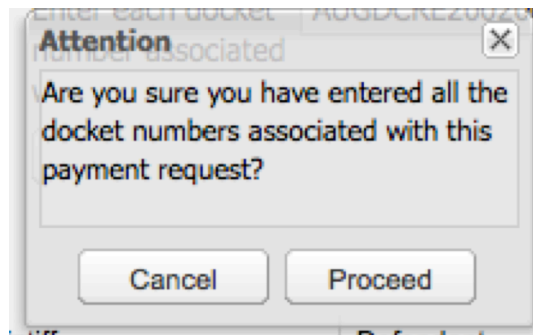

This area displays the case information associated with each docket number entered. It is VERY important to enter the correct docket number to have the correct case information upload.

Verify the case information by looking at the party names in the "cases mediated" section of the screen. ***If you have entered an incorrect docket number, click the "remove" button located to the right of the docket number and case information.*** You can then enter the correct docket number.

HINT: to enter multiple docket numbers, after entering the first docket number and clicking on the magnifying glass, clear the docket number field by highlighting it with your cursor and clicking the delete key on your keyboard. Next, key in the next docket number and click on the magnifying glass again. Repeat this process as often as needed to enter all docket numbers for the session.

Once you have verified that the information is correct, click the "proceed to next step" button located in the lower right hand corner.

The following message will pop up:

Clicking "Cancel" will keep you on the general tab, allowing you to enter additional docket numbers. Clicking "Proceed" will bring you the next screen. *Note: it may take a few moments for the system to process to the next screen. You may or may not see an indicator letting you know that the system is processing. Please be patient!*

For session type "no cases", you will be brought to the "Expenses" tab. See # 4 on page 39 for details.

For case types "session" and "pro bono", you will be brought to the "Mediation" tab (see below).
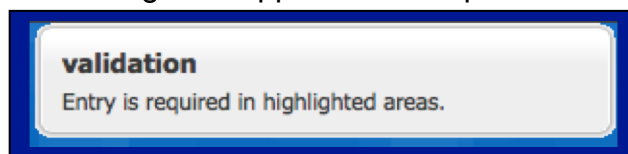
4. ***Mediation Tab***:
   This how the Mediation tab will look if you entered two docket numbers for the session:

   The first case on the list of docket numbers that you entered will be the first case displayed. It will be highlighted in gray. This list will not appear if there is only one case for the session.

Once the required fields are entered for the first docket number, you can click on the other docket number(s) to complete the report for that docket number.

Note: some mediation details must be completed before you can save the report and process the payment request. These fields are indicated below.

If you have failed to enter all of the required mediation details, this error message will appear at the top of the screen:

validation
Entry is required in highlighted areas.

The area(s) missing information will also be highlighted in red. Enter the required information to proceed with the submission of the payment request.

a. **Enter Duration and Time Started *- required information***: ADRIS will auto-fill the docket number, title, party names and court for you. You should begin with entering the duration of the mediation in minutes, and time started. Type in the duration in minutes. The time started can be typed in, or click in the drop down arrow to make a selection from the list.

Mediation Summary

Remove

Court Docket#:	AUGDCFM200200081	Plaintiff:	FFF	Duration (minutes):	0
Title:	DSFADSFA FFF VS ADFADSF F SMITH	Defendant:	SMITH	Time Started:	
		Court:	AUGUSTA DISTRICT COURT		

b. **Mediation Session Number – *required information***: Next, indicate the session number by clicking on the radio button that corresponds to the correct number:

Mediation Session

○ 1st session ○ 2nd session ○ 3rd session

c. **Stage of Case – *required information***: click on the radio button that corresponds to the appropriate choice:

Stage of Case

○ Interim Issues/Temporary Order
○ Final Stage Divorce/Family Matter
○ Post-Judgment Modification/Enforcement
○ Other Other

d. **Payment of Mediation Fee *-*** select all that apply

Payment of Mediation Fee

☐ Mediation fee waived for plaintiff
☐ Mediation fee waived for defendant
☐ Plaintiff's mediation fee paid
☐ Defendant's mediation fee paid

e. **Attorneys and GAL** - select all check boxes that apply:

Attorneys and GAL

☐ Attorney for plaintiff present
☐ Attorney for defendant present
☐ GAL present

f. **Agenda – *required information***: check the boxes that correspond to the issues submitted for mediation:

Agenda

(Please check issues submitted for mediation)

☐ Parental Rights & Responsibilities   ☐ Pensions or Benefits
☐ Primary Residence   ☐ Allocation of Debt
☐ Parent-Child Contact   ☐ Personal Property
☐ Child Support   ☐ Guardian ad Litem
☐ Actual or Imputed Income   ☐ Paternity
☐ Spousal Support   ☐ Medical Insurance
☐ Real Estate   ☐ Attorney's Fees
☐ Support Arrearage   ☐ Tax Exemption
☐ Marital/Non-marital Property   ☐ Other: [Other]

Note: you may need to scroll down to see all of the available choices

g. **Federal Reimbursement Information – *required information***: check the boxes that correspond to the issues discussed, and indicate the amount of time that was spent discussing the issues. Select "none' if none of the issues were discussed:

Federal Reimbursement Information

At this mediation session, one or more of the following child related issues was discussed:

☐ Child Support

☐ Primary/Shared Residence

☐ Income

☐ Paternity

☐ Child's Health Insurance or Medical Bills

Total amount of time spent on these issues [   ] minutes

○ None of these issues was discussed

h. **Disposition – *required information***: click on the radio button that best describes the disposition of the case:
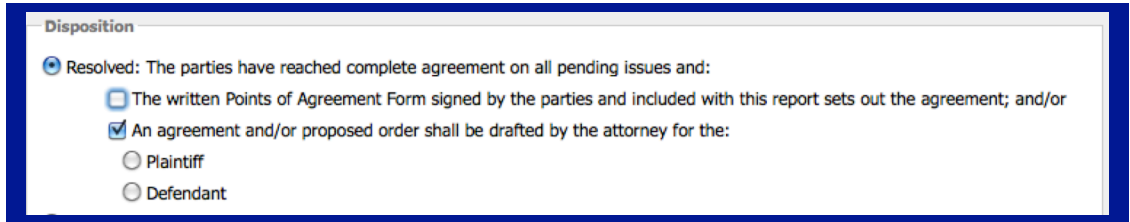
Disposition

○ Resolved: The parties have reached complete agreement on all pending issues and:
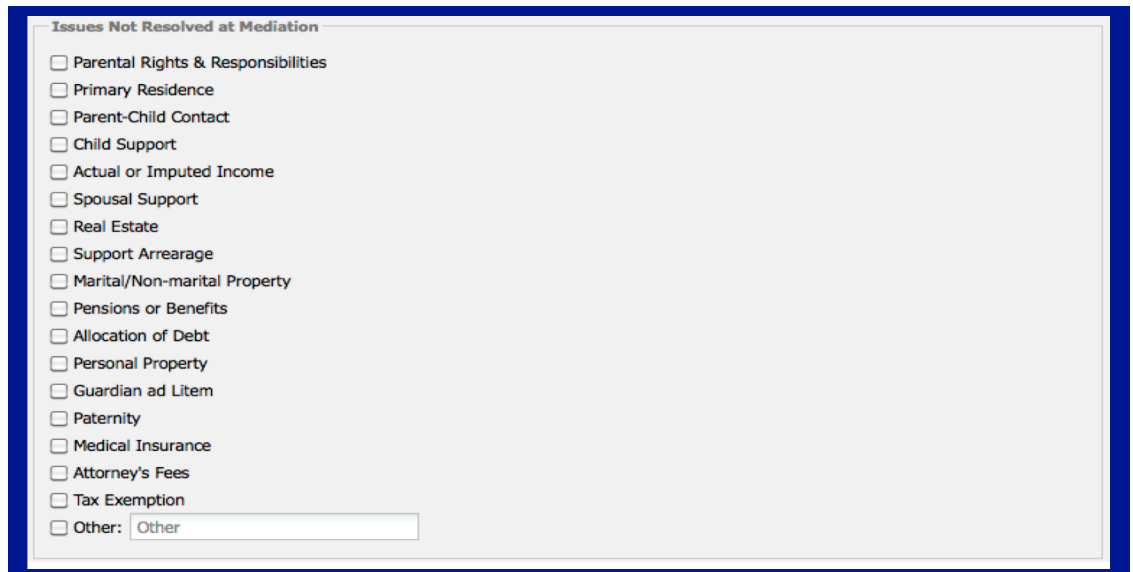○ Partially Resolved: The parties have reached partial agreement on pending issues, and the written Points of Agreement Form signed by the parties and included with this report sets out that partial agreement (see Further Action section)
○ Unresolved
○ Unfinished in Mediation: Reason [Reason]

If disposition "resolved" is selected, please make the appropriate selections from the menu that appears:

If the disposition of "partially resolved" or "unresolved" is selected, a new section titled "Issues Not Resolved at Mediation" will appear. Check all boxes that apply (that were not resolved):

i. **Further Action**: if further action is required, check the appropriate box:
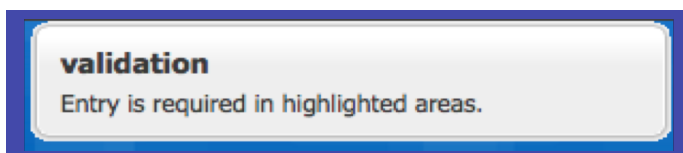

If the parties will mediate again and you have the date and time, enter the information in the space provided. You may either type in the date and time or click on the calendar icon and the drop down arrow to make your selections. If "other" is chosen, type an explanation in the text box provided.

5. ***Saving the Mediation Details***: Once you have entered all of the mediation details, click on the "Save and Proceed to Next Step" button in the lower right corner:

If you have failed to enter all required mediation details, an error message will appear at the top of the screen:

The area(s) missing information will also be underlined in red. Enter the required information and try clicking "save" again.

If you have entered the wrong information for all fields, clicking on the "reset" button will clear ***all*** the mediation details, allowing you to re-enter the information:

Once you successfully proceed to the next screen - the Expenses tab - please see page 39 for information on entering any expenses associated with this payment request.

C. FM MOTIONS CASE TYPE

Note: This case type is selected only if you mediated cases at the FM Motions Session that currently takes place in the Portland District Court.

Be sure to select case type "FM Motions" instead of "FM Post-Judgment" to enter a payment request for an FM Motions Case Type. Please follow the instructions outlined for FM Post Judgment case type beginning on page 14**.** The remaining data entry steps are the same as a Post-Judgment case type (see B, above).

D. SMALL CLAIMS CASE TYPE

1. ***Enter Mediation Date and Select Case Type***: to begin entering a payment request for a Small Claims mediation session, enter the mediation date, and then click on the down arrow in the case type selection box and choose case type Small Claims:

2. ***Select Session Type***: next, click on the down arrow in the session type selection box and choose either "Session", "No cases" or "Pro Bono":

3. *Enter Court Location or Docket Nubmer(s)*:

   a. **For session type "no cases",** select the court where the docket was scheduled, but no cases were referred to mediation (you will not be able to enter a docket number):

   b. **For session type "session" or "pro bono",** enter the docket number or numbers associated with the mediation session in the docket number box. **You must keep track of the docket numbers for all cases you mediate**:

The docket number is a combination of 16 letters and numbers. Entering the dashes is optional.

Examples: AUGDC-SC-2005-00003

                       LEWDCSC201000145

                       PORSC-SC-2010-00067

                       SPRDCSC201000005

*Note: **You must** use the correct five-letter court abbreviation in order for the accurate case information to upload. This information is printed on all court generated notices and on the file. **See Appendix 1 for a list of court abbreviations**.*

If you do not enter the docket number correctly, you will see one of the following error messages:
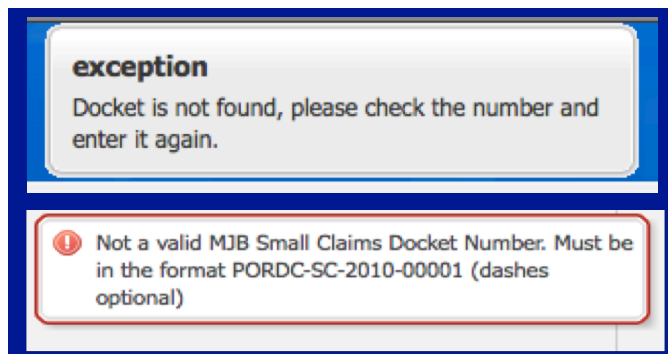
Correct the docket number and try again.

This is what the screen will look like if you enter two docket numbers for the session:

Verify the case information by looking at the party names in the "cases mediated" section of the screen. ***If you have entered an incorrect docket number, click on "remove" button located to the right of the docket number and case information.*** You can then enter the correct docket number.

HINT: to enter multiple docket numbers, after entering the first docket number and clicking on the magnifying glass, clear the docket number field by highlighting it with your cursor and clicking the delete key on your keyboard. Next, key in the next docket number and click on the magnifying glass again. Repeat this process as often as needed to enter all docket numbers for the session.

Once you have verified that the information is correct, click the "proceed to next step" button located in the lower right hand corner.

The following message will pop up:

Attention ✕

Are you sure you have entered all the docket numbers associated with this payment request?

Cancel   Proceed

Clicking "Cancel" will keep you on the general tab, allowing you to enter additional docket numbers. Clicking "Proceed" will bring you to the next screen. *Note: it may take a few moments for the system to process to the next screen. You may or may not see an indicator letting you know that the system is processing. Please be patient!*

For session type "no cases", you will be brought to the "Expenses" tab. See # 4 on page 39 for details.

For case types "session" and "pro bono", you will be brought to the "Mediation" tab (see below).

4. ***Mediation Tab***:
   This how the Mediation tab will look if you entered two docket numbers for the session:

   The first case on the list of docket numbers that you entered will be the first case displayed. It will be highlighted in gray. This list will not appear if there is just one docket number for the session.

Once the required fields are entered for the first docket number, you can click on the other docket number(s) to complete the report for that docket number.

Note: some mediation details must be completed before you can save the report and process the payment request. These fields are indicated below.

If you have failed to enter all of the required mediation details, this error message will appear at the top of the screen:

validation

Entry is required in highlighted areas.

The area(s) missing information will also be underlined in red. Enter the required information to proceed with the submission of the payment request.

a. **Enter Duration and Time Started - *required information***: ADRIS will auto-fill the docket number, title, party names and court for you. You should begin with entering the duration of the mediation in minutes, and time started. Type in the duration in minutes. The time started can either be typed in, or click on the drop down arrow to make a selection from the list.

Mediation Summary

Remove

Court Docket#:	AUGDCSC200400003	Plaintiff:	SMITH	Duration (minutes):	0
Title:	PETER SMITH VS MAXWELL SARGENT	Defendant:	SARGENT	Time Started:	
		Court:	AUGUSTA DISTRICT COURT		

b. **Type of Claim:** make a selection by clicking on one of the radio buttons:

Type of Claim

○ Landlord-tenant
○ Consumer
○ Business to Business
○ Collection
○ Other [Case type]

c. **Attorneys:** check all boxes that apply:

Attorneys and GAL

☐ Attorney for plaintiff present
☐ Attorney for defendant present
☐ GAL present

d. **Mediation Session:** indicate if this is the first or second mediation session by clicking on one of the buttons:

Mediation Session

○ First ○ Second

e. **Disposition** *- required information:* indicate the disposition by
selecting one of the buttons:

If the disposition is "resolved", key in the amount and the court
costs.

If the disposition is "unfinished", type in a reason in the text box
provided.

5. **Saving the Mediation Details**: Once you have entered all of the
mediation details, click on the "Save and Proceed to Next Step"
button in the lower right corner:

If you have failed to enter all required mediation details, an error
message will appear at the top of the screen:

The area(s) missing information will also be underlined in red. Enter
the required information and try clicking "save" again.

If you have entered the wrong information for all fields, clicking the
"reset" button will clear *all* the mediation details, allowing you to re-
enter the information:

Once you successfully proceed to the next screen - the Expenses tab -
please see page 39 for information on entering any expenses
associated with this payment request.

E. FED CASE TYPE

1. ***Enter Mediation Date and Select Case Type***: to begin entering a payment request for a FED mediation session, enter the mediation date, and then click on the down arrow in the case type selection box and choose case type FED:

2. ***Select Session Type***: next, click on the down arrow in the session type selection box and choose either "Session", "No cases" or "Pro Bono":

3. *Court Location or Docket Number(s)*:

   a. **For session type "no cases"**, select the court where the docket was scheduled but no cases were referred to mediation (you will not be able to enter a docket number):

   b. **For session type "session" or "pro bono",** enter the docket number or numbers associated with the mediation session in the docket number box. You must keep track of the docket numbers for all cases you mediate:

The docket number is a combination of 16 letters and numbers. Entering the dashes is optional.

Examples: AUGDC-SA-2005-00003

                      LEWDCSA201000145

                      PORSC-SA-2010-00067

                      SPRDCSA201000005

*Note: **You must** use the correct five-letter court abbreviation in order for the accurate case information to upload. This information is printed on all court generated notices and the file. **See Appendix 1 for a list of court abbreviations.***

If you do not enter the docket number correctly, you will see one of the following error messages:

Correct the docket number and try again.

Below is what the screen will look like if you enter two docket numbers for the session:

Verify the case information by looking at the party names in the "cases mediated" section of the screen. ***If you have entered an incorrect docket number, click the "remove" button located to the right of the docket number and case information.*** You can then enter the correct docket number.

HINT: to enter multiple docket numbers, after entering the first docket number and clicking on the magnifying glass, clear the docket number field by highlighting it with your cursor and clicking the delete key on your keyboard. Next, key in the next docket number and click on the magnifying glass again. Repeat this process as often as needed to enter all docket numbers for the session.

Once you have verified that the information is correct, click the "proceed to next step" button located in the lower right hand corner.

The following message will pop up:

Clicking "Cancel" will keep you on the general tab, allowing you to enter additional docket numbers. Clicking "Proceed" will bring you to the next screen. *Note: it may take a few moments for the system to process to the next screen. You may or may not see an indicator letting you know that the system is processing. Please be patient!*

For session type "no cases", you will be brought to the "Expenses" tab. See # 4 on page 39 for details.

For case types "session" and "pro bono", you will be brought to the "Mediation" tab (see below).

4. ***Mediation Tab***:
   This how the Mediation tab will look if you entered two docket numbers for the session:

   The first case on the list of docket numbers that you entered will be the first case displayed. It will be highlighted in gray. This list will not appear if there is just one docket number for the session.

Once the required fields are entered for the first docket number, you can click on the other docket number(s) to complete the report for that docket number.

Note: some mediation details must be completed before you can save the report and process the payment request. These fields are indicated below.

If you have failed to enter all of the required mediation details, this error message will appear at the top of the screen:

The area(s) missing information will also be underlined in red. Enter the required information to proceed with the submission of the payment request.

a. **Enter Duration and Time Started** *- required information*: ADRIS will auto-fill the docket number, title, party names and court for you. You should begin with entering the duration of the mediation in minutes, and time started. Type in the duration in minutes. The time started can either be typed in, or click in the drop down arrow to make a selection from the list.

b. **Residence at Issue** *- required information:* make a selection by clicking on one of the radio buttons:

c. **Mediation Session:** make a selection by clicking on one of the radio buttons:

d. **Attorneys***:* check each box that applies:

e. **Disposition** *- required information:* click on the radio button that applies:

i. **Resolved:** if the case is resolved the following menu will appear. Check all that apply:

Disposition

⦿ Resolved
(check all that apply.)
☐ Writ of Possession to issue in seven calendar days after today
☐ Writ of Possession to issue on: [____]
☐ Agreement for continuance until: [____] and case will be dismissed on or before that date, provided that the defendant vacates the property.
☐ Agreement for continuance until: [____] and case will be dismissed on or before that date, provided that the conditions set forth in the agreement below are met.
☐ Other: [Other]
☐ THE PARTIES CONSENT TO ENTRY OF THIS AGREEMENT AS A COURT ORDER WITHOUT FURTHER ACTION.
◯ Unresolved

ii. **Unresolved:** if the case is unresolved, the following menu will appear. Check all that apply:

Disposition

◯ Resolved
⦿ Unresolved
☐ The parties request a hearing
☐ The parties jointly request a continuance until: [____]

5. **Saving the Mediation Details**: Once you have entered all the mediation details, click the "Save and Proceed to Next Step" button in the lower right corner:

Disposition

◯ Resolved
⦿ Unresolved
☑ The parties request a hearing
☐ The parties jointly request a continuance until: [____]

[Save and Proceed to Next Step]

■—■—■—■ 🔓 Unlocked (Drafting)   ♻ Reset 🖨 Print

If you have failed to enter all required mediation details, an error message will appear at the top of the screen:

validation

Entry is required in highlighted areas.

The area(s) missing information will also be underlined in red. Enter the required information and try clicking "Save and Proceed to Next Step" again.

If you have entered the wrong information for all fields, clicking on the "reset" button will clear *all* the mediation details, allowing you to re-enter the information:

Disposition

◯ Resolved
⦿ Unresolved
☑ The parties request a hearing
☐ The parties jointly request a continuance until: [____]

[Save and Proceed to Next Step]

■—■—■—■ 🔓 Unlocked (Drafting)   ♻ Reset 🖨 Print

Once you successfully proceed to the next screen - the Expenses tab - please see page 39 for information on entering any expenses associated with this payment request.

F. SC & FED Combined Case Type

Note: This case type should be used only when you have mediated both Small Claims & FED cases at a single court appearance (i.e., the same morning or afternoon). If you were scheduled to mediate both case types, but mediated only one type of case (SC or FED), enter the payment request according to the case type actually mediated. Do not select the SC & FED case type.

1. ***Mediation Date and Select Case Type***: to begin entering a payment request for a SC & FED mediation session, enter the mediation date, and then click on the down arrow in the case type selection box and choose case type SC & FED:

2. ***Select Session Type***: next, click on the down arrow in the session type selection box and choose either "Session", "No cases" or "Pro Bono":

3. *Enter Court Location or Docket Number(s)*:
   a. **For session type "no cases",** select the court where the dockets were scheduled but no cases were referred to mediation (you will not be able to enter a docket number):

   b. **For session type "session" or "pro bono",** enter the docket number or numbers associated with the mediation session in the docket number box:

The docket number is a combination of 16 letters and numbers. Entering the dashes is optional.

Examples: AUGDC-SA-2005-00003

                       LEWDCSA201000145

                       PORSC-SC-2010-00067

                       SPRDCSC201000005

Note: **You must** *use the correct five-letter court abbreviation in order for the accurate case information to upload. This information is printed on all court generated notices and on the file.* **See Appendix 1 for a list of court abbreviations**.

If you do not enter the docket number correctly, you will see one of the following error messages:

exception
Docket is not found, please check the number and enter it again.

⊘ Not a valid MJB Forcible Entry and Detainer (FED) Docket Number. Must be in the format PORDC-SA-2010-00001 (dashes optional)

Simply correct the docket number and try again.

Below is what the screen will look like if you enter two docket numbers for the session:

Verify the case information by looking at the party names in the "cases mediated" section of the screen. *If you have entered an incorrect docket number, click the "remove" button located to the right of the docket number and case information.* You can then enter the correct docket number.

HINT: to enter multiple docket numbers, after entering the first docket number and clicking on the magnifying glass, clear the docket number field by highlighting it with your cursor and clicking the delete key on your keyboard. Next, key in the next docket number and click on the magnifying glass again. Repeat this process as often as needed to enter all docket numbers for the session.

Once you have verified that the information is correct, click the "proceed to next step" button located in the lower right hand corner.

The following message will pop up:

Clicking "Cancel" will keep you on the general tab, allowing you to enter additional docket numbers. Clicking "Proceed" will bring you to the next screen. *Note: it may take a few moments for the system to process to the next screen. You may or may not see an indicator letting you know that the system is processing. Please be patient!*

For session type "no cases", you will be brought to the "Expenses" tab. See # 4 on page 39 for details.

For case types "session" and "pro bono", you will be brought to the "Mediation" tab (see below).

4. ***Mediation Tab:***
   This how the Mediation tab will look if you entered two docket numbers for the session The first case on the list of docket numbers that you entered will be the first case displayed. It will be highlighted in gray. This list will not appear if there is just one docket number for the session.

Once the required fields are entered for the first docket number, you can click on the other docket number(s) to complete the report for that docket number.

Note: some mediation details must be completed before you can save the report and process the payment request. These fields are indicated below.

If you have failed to enter all of the required mediation details, this error message will appear at the top of the screen:

> **validation**
> Entry is required in highlighted areas.

The area(s) missing information will also be underlined in red. Enter the required information to proceed with the submission of the payment request.

For instructions on entering the details for a Small Claims mediation, please turn to page 22.

For instructions on entering the details for a FED mediation, please turn to page 28.

4) Entering Expenses

Expenses that will be entered include mileage, parking, and tolls. The steps for entering expenses are listed below. If you do not have any expenses associated with a payment request, click "Save and Proceed to Next Step" to go to the "Confirmation" tab (see page 42).

NOTE: Do not add expense information if you are saving your payment request in "drafted" status for completion at a later date. The expense information is not saved for a payment request left in "drafted" status (you would need to enter it again later).

A) Mileage Expenses

Begin entering mileage by clicking the green "add leg" button to enter information in the "To", "From" and "Mileage" areas.

Note: mileage can either be entered as round trip or as each leg of the trip.

Click the text box under "To:". The box will turn red, indicating that this is a required field. Type the name of the court that you traveled **to** for that day. Then, click the "From" text box and type in the town that you traveled **from** (also a required field). Click on the text box under "Mileage" and enter the number of miles between the two locations (also a required field). Once you click the screen outside the Mileage Expenses box, the total will automatically upload.

If you are entering each leg of the trip, click on the "add leg" button again to add the next leg of the trip, and repeat the steps above.

NOTE: if you do no see the "add leg" button on your screen, it is likely that you are using Internet Explorer version 9 or higher as your web browser. Download, install and use the free Firefox web browser and the problem should be solved.

B) Other Expenses

Enter parking and tolls under "other expenses". Begin by clicking the "add item" button.

Click the text box under "description" and enter a brief explanation of what the expense is for, e.g. "toll to Portland from Augusta", "parking in Lewiston"

Click in the text box under "amount" and type in the total amount for that expense. Click somewhere outside of the Other Expenses box to have the total automatically upload.

If you have more than one expense for this payment request, click on the "add item" button again to add your next item. Repeat the steps above.

C) Receipts

An individual expense that totals $5 or more requires that a receipt be submitted to the Administrative Office of the Courts.

You can scan your receipts into your computer and upload them to ADRIS. ***Note: if you have multiple receipts to submit for one payment request, scan them into one document. (You can upload only one receipt file per payment request.) The file format (document type) must be a PDF.***

If you are not able to scan your receipts, please collect your receipts and submit them for reimbursement on a quarterly basis to the Administrative Office of the Courts. Log the expense on the new expense voucher form to be provided, and mail the voucher and receipts to the CADRES office at the AOC.

DO NOT ENTER EXPENSES INTO ADRIS FOR RECEIPTS THAT WILL BE MAILED TO THE AOC. ADRIS will not allow the expense to be processed without the receipt having been scanned and uploaded.

Once you have scanned and saved your receipts to your computer, click the "Select File" button in the receipts section of the expense screen to select the file that you want to upload:

The file will automatically upload (and you may or may not see a message that indicates the file is uploading). You will know the upload is complete when the name of the file appears in the window next to "Upload."

After entering all of the expense information associated with the payment request, click the "Save and Proceed to Next Step" button.

Note: if you do not want to confirm and submit your payment request you can return to submit it at a later date. Either click one of the links to the other sections at the top of the page to navigate to another area, or log out. HOWEVER, any expense information that you have entered will not be saved if a payment request is left in "drafted" status and you will need to re-enter that information before submitting your request at a later date.

To review and confirm your request once saved, refer to the "Reviewing, Accessing & Editing Existing Payment Requests" section on page 44.

5) **Confirming Your Payment Request**

Once you are certain that all mediation details and expenses have been entered for the payment request, you are ready to confirm the request and submit it for payment.

When you click the "Save and Proceed to Next Step Button on the Expenses tab, you will be brought to the Confirmation tab:

You will see a list of the case(s) entered, including the docket number, case title and court location, as well as the payment details.

Note: this screen is similar for each case type selected and will display the appropriate fee accordingly. If your session type is "no cases", the court docket and title sections will be blank.

If the amount of the session fee is incorrect, you have selected the incorrect "session type" on the General tab. Click the General tab to navigate back to that screen and correct it. **DO NOT** use the browser's back arrow or button to navigate back.

Once you have corrected the session type, click either the "Save and Proceed to Next Step" button or the Confirmation tab to navigate back to the Confirmation tab. It may take a few moments for the fee to update - please be patient!

Review the information listed on the screen before submitting the payment request for approval. **Once you submit the request you will not be able to edit any of the information without contacting the administrator.**

Once you have confirmed that all the information is correct and in accordance with applicable regulations, when you are ready to submit the request for approval, click on the check box in the Submit Payment Request section, and then click on the "Submit For Approval" icon:

Check box

Submit Payment Request

☐ I certify that payment has not been received already for the services described in this payment request. The descriptions of services provided and expenses incurred are true and correct. I further certify that my billing is in accord with the applicable regulations.

🐾 Submit For Approval

Once you have submitted the request the following message will appear:

Select action ✕

Back to payment requests list

Create new payment request

Cancel

DO NOT SELECT ONE OF THE ACTIONS UNTIL THE REQUEST YOU JUST SUBMITTED HAS COMPLETED SAVING. The screen will "grey out" and you will see a "spinning wheel" while the case is saving.

Selecting the first button will bring you to your list of drafted payment requests (if you have any in "drafted" status)

Selecting the second button will bring you to a new payment request screen, allowing you to create a new payment request.

Selecting the "cancel" button will leave you on the Confirmation tab of the request you just submitted. **NOTE:** selecting the "Cancel" button DOES NOT cancel the submission of the payment request.

6) **Reviewing, Accessing & Editing Existing Payment Requests**

Review of links:

Mediator Profiles: Click here to review and/or update your profile.

Payment Requests: click here to review the status of submitted requests, edit requests, or submit an existing request for payment.

CADRES Mediation Results: click here to review a report of your mediation results (for finalized requests).

CADRES Reports: click here to view a summary report of all mediation reports that you have submitted (finalized requests).

In the "Payment Requests" section, you can review all payment requests that you have entered.

Find existing payment requests by clicking the "Payment Requests" link at the top of the screen, or the "Review Existing Requests" link in the Payment Requests box:

The screen to review payment requests will look similar to this:

Browse payment requests by one or more of the options displayed in this row.

Information specific to each payment request is displayed below this row.

Click on this icon to begin a new payment request.

Click on either the PDF or Excel Icon to download a copy of the requests being browsed.

A summary of the payment requests that you have drafted (if you have any with a status of "drafted") will be displayed on this screen. You can browse the payment requests by status, date range, case type, session type and court.

This screen will also display information that is specific to each payment request created: Status, Mediator, Submitted Date, Approved Date, Processed Date, Case Type, Session Type, Court, and Session Fee.

Additional features on this screen include a button to submit a new payment request, and the ability to download a PDF document or Excel spreadsheet of the requests that you are browsing.

A. **Browse Payment Requests by Status**

A payment request will have one of four status types: Drafted, Submitted, Approved or Processed.

Drafted: the payment request has been entered into ADRIS and saved, but has not been confirmed and submitted for payment.

Submitted: the payment request has been submitted for payment and is waiting for approval by the CADRES Director.

Approved: the payment request has been approved by the CADRES Director and is waiting to be processed by the Judicial Branch's Office of Finance and Accounting.

Processed: the payment has been approved by the Judicial Branch's Office of Finance and Accounting and sent to the Office of the State Controller for payment.

When you first go to the Review Payment Requests screen, the default setting is to display any payment requests with a status of "drafted". You can search by one or all of the status types. To select the status type you would like to review, click the down arrow in the status type box and highlight the desired choice.

You can enter a date range, if desired. Do not enter a date range if you would like to review "all request statuses". To do this click the calendar icons in the "From" and "To" boxes, located to the right of the status type, or type in the dates.

After choosing the status type and date range (if desired), click the "Apply" button to apply your selection to the search request.

B. **Browse Payment Requests by Case or Session Type or Court Location**

You also have the option of browsing payment requests by case or session type and/or court location.

To refine your search by one or both of these options, click on the down arrow next to the corresponding box and make a selection from the drop down list by clicking on it:

Once you have made your selections for Mediation type and/or Court Location, click the "Apply" button to apply your selections to the search request.

C. **Refine the Columns Displayed on the Browse Payment Requests Screen**

When navigating to the Browse Payment Requests screen, the default columns pictured below are displayed:

Note: the "Id" is the Payment ID Number assigned to the payment request. You can use this to identify and track the progress of a particular payment request.

You can change the columns that are displayed by clicking the down arrow on one of the columns already displayed, then click on the columns icon to display the column choices:

Payment Request Management

Browse Payment Requests - (0 results found)

| Processed ∨ | From | To | All Case Types ∨ | All Session Types ∨ | All Courts ∨ | Apply | Reset |

| Id | Status | Mediator | Submitted ▾ | Approved | Processed | Case Type | Session Type | Court | Session Fee |

- ↑ Sort Ascending
- ↓ Sort Descending
- Columns ▸
  - ☑ Id
  - ☑ Status
  - ☑ Mediator
  - ☐ Mediator First Name
  - ☐ Mediator Last Name
  - ☑ Submitted
  - ☑ Approved
  - ☑ Processed
  - ☑ Case Type
  - ☑ Session Type
  - ☑ Court
  - ☑ Session Fee

Page 1 of 1

There are no Paymnet Requests entered into the system

To display a column check the box next to it. To remove a column from the display, remove the check mark.

IV. MEDIATION RESULTS

This section allows you to view a detailed report of your mediation data. To begin, click on the "CADRES Mediation Results" link in the Mediation Results box or at the top of the screen:

You will be brought to the "Mediation Results Management" screen:

Information specific to each mediation report is displayed below this row.
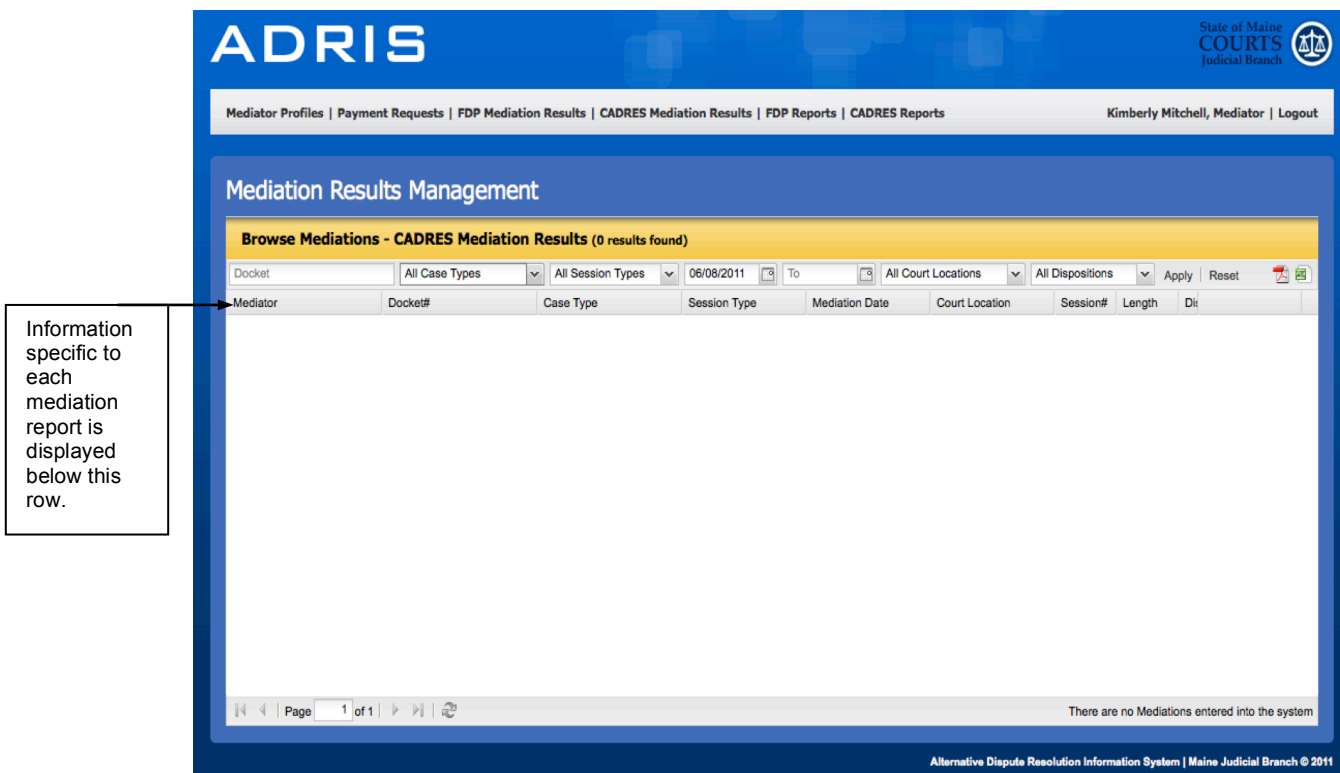
A summary of the mediation reports that have been entered **and processed for payment** will be displayed on this screen. Information from reports that are still in draft, submitted or approved status will not be displayed. You can

browse the mediations by case type session type, date range, court location and disposition.

This screen will also display information that is specific to each mediation report entered. The information displayed is: mediator, docket #, case type, session type, mediation date, court location, session #, length, and disposition.

1. Browsing Mediation Results

You can browse your mediation results by making selections in one or more of the filter options displayed below, or you can leave them at the default settings that are pictured below (*note: the date filters are the mediation dates; the "from" date will display last week's date as the default*):

To refine one or all of the filters, click on the down arrow and make the appropriate selection from the dropdown list(s):

You can also select a date range. To do this you can click on the calendar icons in the "From" and "To" boxes, located to the right of the session type, or key in the dates.

After choosing the desired search parameters and date range, click on the "Apply" button to apply your selection to the search request.

2. Refining the Columns Displayed on the Browse Mediation Results Screen

When navigating to the Browse Mediation Results screen, the default columns pictured below are displayed:
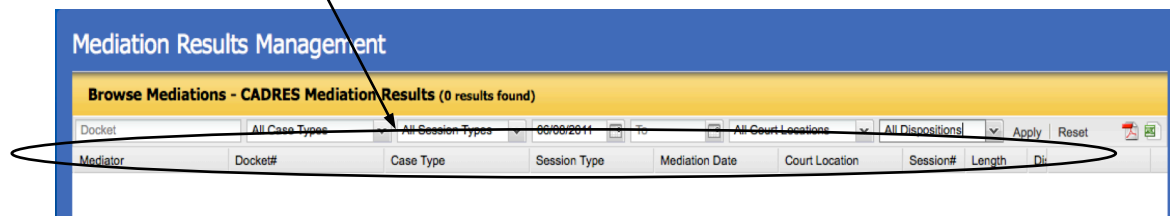
You can change the columns that are displayed by clicking on the down arrow on one of the columns displayed, and then click on the columns icon to view the column choices:
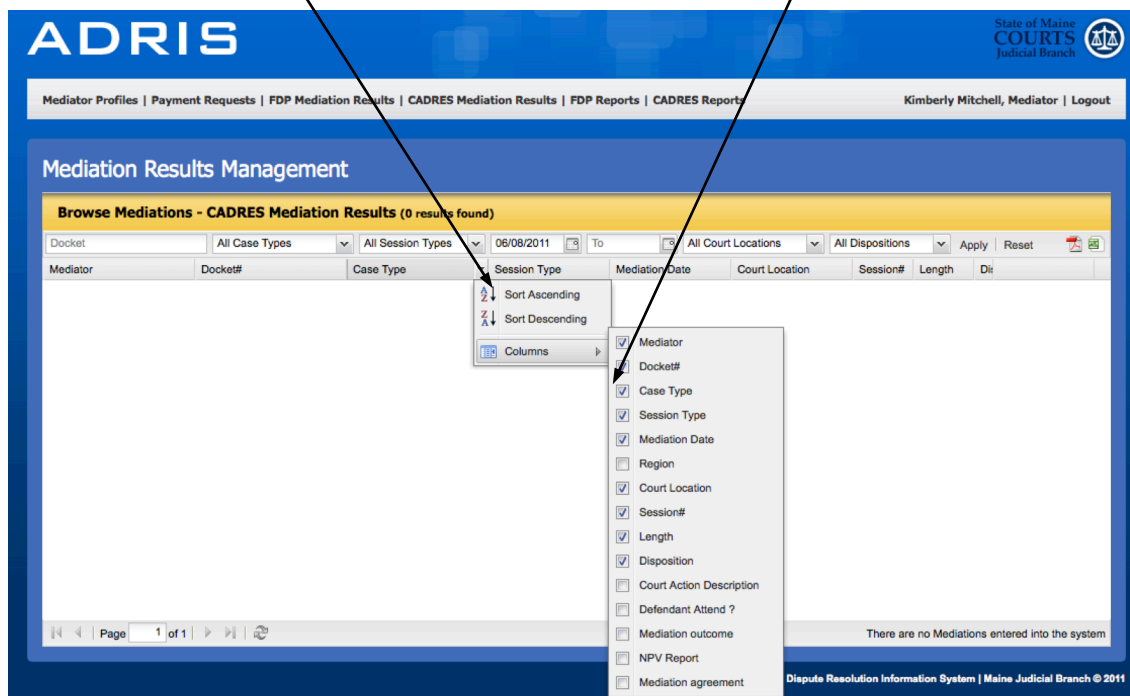
To display a column, put a check mark in the box next to the label. To prevent the display of a column, remove the check mark. See the next page for an explanation of each of the columns and what they represent.

Note: you should first perform a search using the default columns displayed, and then refine the search to display the desired columns.

3. <u>Column Explanations</u>

1. Mediator – Mediator's name.

2. Docket# - docket number assigned to each case; what identifies the case at the court and in MEJIS.

3. Case Type – FM, FM Post Judgment, FM Motions, SC or FED

4. Session Type - Session, No Show, No Cases or Pro bono

5. Mediation Date - date the mediation took place

6. Region - applies to Foreclosure case types only

7. Court Location - court where the case way filed

8. Session # - indicates whether the 1st, 2nd, 3rd mediation session

9. Length – length of the mediation session, in minutes.

10. Disposition - Resolved, Partially Resolved, Unresolved, Unfinished

11. Court Action Description - applies to Foreclosure case types only

12. Defendant attend? - applies to Foreclosure case types only

13. Mediation Outcome - applies to Foreclosure case types only

14. NPV Report - applies to Foreclosure case types only

15. Mediation Agreement - applies to Foreclosure case types only

Once you have the results from the desired search request, you can download either a PDF copy or an Excel spreadsheet if desired. This option provides you with an electronic version of the information. To do this, click on either the PDF or Excel icon:
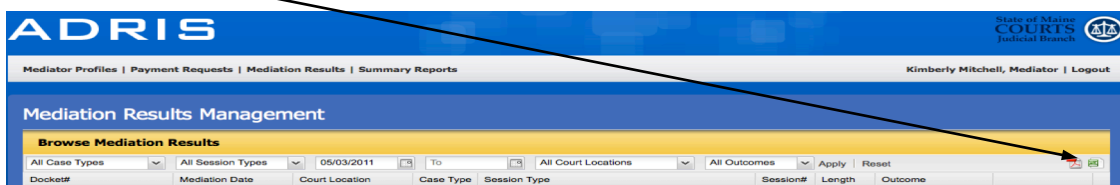
V. REPORTS

This section allows you to access three summary reports of all the mediation reports that you have entered and are processed for payment. To begin, click on the "CADRES Reports" link in the Reports box or at the top of the screen:
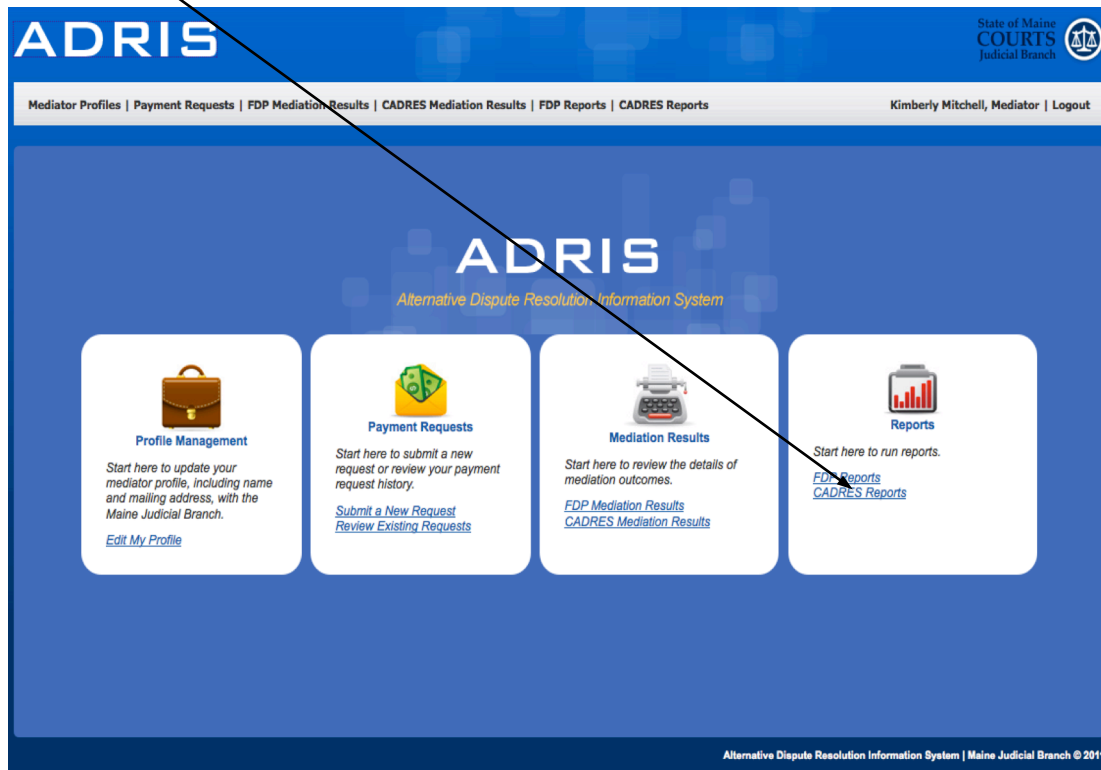
Next, click the link for the report that you would like to run (Note: the "Federal Reimbursement by Month" report is primarily for use by the CADRES Director).
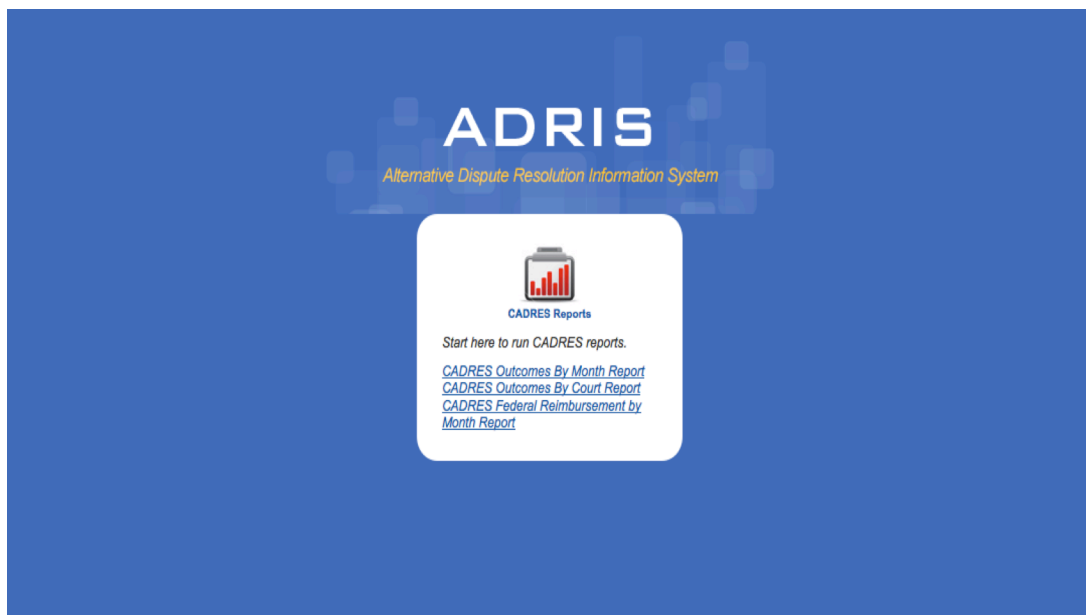
1. <u>CADRES Outcome by Month Report</u>

This report will display the outcomes (dispositions) of your processed mediation sessions by month. The default date displayed is last week's date. You can edit the date range by clicking on the calendar icon or typing in the date.

CADRES Report

Outcomes By Month | Family matters | 06/13/2011 | To | Apply

OUTCOME OF CADRES MEDIATION SESSION by MONTH for ALL FM, Jun 13, 2011, to Jun 20, 2011

ALL FM	Resolved	Partially Resolved	Unresolved	Unfinished	Total	No Show	Total with no show	No Cases
Jun '11	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0
%	0%	0%	0%	0%	100%	0%		
Ave/Month	0	0	0	0	0	0	0	0

OUTCOME OF CADRES MEDIATION SESSION by MONTH for Family matters, Jun 13, 2011, to Jun 20, 2011

Family matters	Resolved	Partially Resolved	Unresolved	Unfinished	Total	No Show	Total with no show	
Jun '11	0	0	0	0	0	0	0	
Total	0	0	0	0	0	0	0	
%	0%	0%	0%	0%	100%	0%		
Ave/Month	0	0	0	0	0	0	0	

OUTCOME OF CADRES MEDIATION SESSION by MONTH for FM-Motions, Jun 13, 2011, to Jun 20, 2011

FM-Motions	Resolved	Partially Resolved	Unresolved	Unfinished	Total	No Cases
Jun '11	0	0	0	0	0	0
Total	0	0	0	0	0	0
%	0%	0%	0%	0%	100%	
Ave/Month	0	0	0	0	0	0

OUTCOME OF CADRES MEDIATION SESSION by MONTH for FM-Post Judgment, Jun 13, 2011, to Jun 20, 2011

FM-Post Judgment	Resolved	Partially Resolved	Unresolved	Unfinished	Total	No Cases
Jun '11		0	0	0	0	0
Total	0	0	0	0	0	0
%	0%	0%	0%	0%	100%	
Ave/Month	0	0	0	0	0	0

The default case type is Family Matters. You can change the case type by clicking on the down arrow and selecting a different case type. After making your selections, click the "apply" button to apply the changes.

Below are what the reports will look life for Small Claims and FED cases:

CADRES Report

Outcomes By Month | Small claims | 06/13/2011 | To | Apply

OUTCOME OF CADRES MEDIATION SESSION by MONTH for Small claims, Jun 13, 2011, to Jun 20, 2011

Small claims	Resolved	Partially Resolved	Unresolved	Unfinished	Total	No Cases
Jun '11	0	0	0	0	0	0
Total	0	0	0	0	0	0
%	0%	0%	0%	0%	100%	
Ave/Month	0	0	0	0	0	0

CADRES Report

Outcomes By Month | FED | 06/13/2011 | To | Apply

OUTCOME OF CADRES MEDIATION SESSION by MONTH for Forcible Entry and Detainer, Jun 13, 2011, to Jun 20, 2011

Forcible Entry and Detainer	Resolved	Unresolved	Total	No Cases
Jun '11	0	0	0	0
Total	0	0	0	0
%	0%	0%	100%	
Ave/Month	0	0	0	0

You can download and save a PDF copy of the report by clicking on the PDF icon located on the top right corner of the report.

2. CADRES Outcomes by Court Report

This report will display the outcomes (dispositions) of your processed mediations by court. The default date displayed is last week's date. You can edit the date range by clicking on the calendar icon or typing in the date.

CADRES Report

Outcomes By Court ⌄   Family matters ⌄   06/13/2011   To   Apply

OUTCOME OF CADRES MEDIATION SESSION by COURT for ALL FM, Jun 13, 2011, to Jun 20, 2011

ALL FM	Resolved	Partially Resolved	Unresolved	Unfinished	Total	No Show		Total with no show	No Cases	
Androscoggin County	0	0	0	0	0	0	0%	0	0	0%
Aroostook County	0	0	0	0	0	0	0%	0	0	0%
Augusta	0	0	0	0	0	0	0%	0	0	0%
Bangor	0	0	0	0	0	0	0%	0	0	0%
Bath/Brunswick	0	0	0	0	0	0	0%	0	0	0%
Belfast	0	0	0	0	0	0	0%	0	0	0%
Biddeford	0	0	0	0	0	0	0%	0	0	0%
Bridgton	0	0	0	0	0	0	0%	0	0	0%
Calais	0	0	0	0	0	0	0%	0	0	0%
Caribou	0	0	0	0	0	0	0%	0	0	0%
Cumberland County	0	0	0	0	0	0	0%	0	0	0%
Dover	0	0	0	0	0	0	0%	0	0	0%
Ellsworth	0	0	0	0	0	0	0%	0	0	0%
Farmington	0	0	0	0	0	0	0%	0	0	0%
Fort Kent	0	0	0	0	0	0	0%	0	0	0%
Franklin County	0	0	0	0	0	0	0%	0	0	0%
Hancock County	0	0	0	0	0	0	0%	0	0	0%
Houlton	0	0	0	0	0	0	0%	0	0	0%
Kennebec County	0	0	0	0	0	0	0%	0	0	0%
Knox County	0	0	0	0	0	0	0%	0	0	0%
Lewiston	0	0	0	0	0	0	0%	0	0	0%
Lincoln	0	0	0	0	0	0	0%	0	0	0%
Lincoln County	0	0	0	0	0	0	0%	0	0	0%
Machias	0	0	0	0	0	0	0%	0	0	0%
Madawaska	0	0	0	0	0	0	0%	0	0	0%
Millinocket	0	0	0	0	0	0	0%	0	0	0%
Newport	0	0	0	0	0	0	0%	0	0	0%
Oxford County	0	0	0	0	0	0	0%	0	0	0%
Penobscot County	0	0	0	0	0	0	0%	0	0	0%
Piscataquis County	0	0	0	0	0	0	0%	0	0	0%
Portland	0	0	0	0	0	0	0%	0	0	0%
Presque Isle	0	0	0	0	0	0	0%	0	0	0%
Rockland	0	0	0	0	0	0	0%	0	0	0%
Rumford	0	0	0	0	0	0	0%	0	0	0%
Sagadahoc County	0	0	0	0	0	0	0%	0	0	0%
Skowhegan	0	0	0	0	0	0	0%	0	0	0%
Somerset County	0	0	0	0	0	0	0%	0	0	0%
South Paris	0	0	0	0	0	0	0%	0	0	0%
Springvale	0	0	0	0	0	0	0%	0	0	0%
Waldo County	0	0	0	0	0	0	0%	0	0	0%
Washington County	0	0	0	0	0	0	0%	0	0	0%
Waterville	0	0	0	0	0	0	0%	0	0	0%
West Bath	0	0	0	0	0	0	0%	0	0	0%

The default case type is Family Matters. You can change the case type by clicking on the down arrow and selecting a different case type. After making your selections, click the "apply" button to apply the changes. You will need to scroll down to see the complete report.

You can download and save a PDF copy of the report by clicking on the PDF icon located on the top right corner of the report.

Appendix 1

District & Superior Court Abbreviations:

ALFSC – Alfred Superior Court

AUBSC – Auburn Superior Court

AUGDC – Augusta District Court

AUGSC – Augusta Superior Court

BANDC – Bangor District Court

BANSC – Bangor Superior Court

BATSC – Bath Superior Court

BELDC – Belfast District Court

BELSC – Belfast Superior Court

BIDDC – Biddeford District Court

BRIDC – Bridgton District Court

CALDC – Calais District Court

CARDC – Caribou District Court

CARSC – Caribou Superior Court

DOVDC – Dover District Court

DOVSC – Dover Superior Court

ELLDC – Ellsworth District Court

ELLSC – Ellsworth Superior Court

FARDC – Farmington District Court

FARSC – Farmington Superior Court

FORDC – Fort Kent District Court

HOUDC – Houlton District Court

HOUSC – Houlton Superior Court

LEWDC – Lewiston District Court

LINDC – Lincoln District Court

MACDC – Machias District Court

MACSC – Machias Superior Court

MADDC – Madawaska District Court

MILDC – Millinocket District Court

NEWDC – Newport District Court

PORDC – Portland District Court

PORSC – Portland Superior Court

PREDC – Presque Isle District Court

ROCDC – Rockland District Court

ROCSC – Rockland Superior Court

RUMDC – Rumford District Court

SKODC – Skowhegan District Court

SKOSC – Skowhegan Superior Court

SOPDC – South Paris District Court

SOPSC – South Paris Superior Court

SPRDC – Springvale District Court

WATDC – Waterville District Court

WESDC – West Bath District Court

WISDC – Wiscasset District Court

WISSC – Wiscasset Superior Court

YORDC – York District Court

County Courthouse Abbreviations:

Androscoggin = Auburn Superior Court – AUBSC

Aroostook = Caribou/Houlton Superior Court – CARSC or HOUSC

Cumberland = Portland Superior Court – PORSC

Franklin = Farmington Superior Court – FARSC

Hancock = Ellsworth Superior Court – ELLSC

Kennebec = Augusta Superior Court – AUGSC

Knox = Rockland Superior Court – ROCSC

Lincoln = Wiscasset Superior Court – WISSC

Oxford = South Paris Superior Court – SOPSC

Penobscot = Bangor Superior Court – BANSC

Piscataquis = Dover Superior Court – DOVSC

Sagadahoc = Bath Superior Court – BATSC

Somerset = Skowhegan Superior Court – SKOSC

Washington = Machias Superior Court – MACSC

Waldo = Belfast Superior Court – BELSC

York = Alfred Superior Court – YORSC